

GHARIBWAL CEMENT LIMITED

1. HEAD OF STORES (AGE LIMIT 35-45) (01)

Location: Ismailwal, Pind Dadan Khan

Reporting Line: Plant Head

Job Summary

- Oversee the day-to-day running of stores to ensure access to necessary materials and supplies.
- Ensure safe custody of store items.

Key Duties and Responsibilities

- Ensure master data of store items is complete and up to date in the system (ERP).
- Ensure Item Arrival Journal is timely created in the system (ERP).
- Ensure Item Quality Checks are timely processed in the system (ERP).
- Oversee all materials receipts, processing, fulfilment, movement pick-up, monitoring and issuance at the plant.
- Approve all stock receipts (to) and issuance (from) the Store.
- Plan, direct and evaluate efficiency of all inventory planning and control activities.
- Ensure store is optimally utilized by constantly reviewing layout, space utilization and material flow to identify improvement areas.
- Ensure daily records of stores transactions are posted onto the system (ERP) on a regular basis.
- Organize regular/periodic stock count exercises and ensure discrepancies are resolved on a timely basis.
- Investigate incidences of damaged/missing stock in the store and escalate to Plant Head and Financial Controller.
- Ensure continuous review and assessment of the effectiveness and efficiency of stores management policies, procedures and processes, identify improvement opportunities and make recommendations to the Plant Head.
- Develop periodic performance reports for review and decision making by the Plant Head.
- Develop store consumption pattern and report the anomaly to the Plant Head and Financial Controller.
- Recommend the inventory level of store items based on their consumption trend.
- Review the aging of the store stock and report the slow moving store item to the Plant Head and Financial Controller.
- Perform other tasks as assigned by the Plant Head.

Requirements

Education and Work Experience:

- Bachelor's Degree or equivalent preferably mechanical engineering.
- Minimum of five (5) years relevant experience in ERP environment (SAP, Oracle, Dynamics). Skills and Behaviours:
- Sound knowledge and understanding of the cement manufacturing industry.
- Very good knowledge of inventory planning and management principles and techniques
- Sound oral and written communication skills
- Good organization and project management skills
- Good leadership and relationship management skills
- Strong problem solving skills
- Ability to take initiative and act proactively
- Working knowledge of ERP or other planning applications (SAP, Oracle, Dynamics)
- Proven supervisory skills

Please send your C.V. by email at jobs@gharibwalcement.com. Last date of submission of applications is 10 FEBRUARY 2024.